

primary
Battaglia

CIA Changes in Leave Program Being Developed

SUMMARY: CIA is developing changes to provide greater leave benefits to staff in the areas of leave sharing and terminal leave.

These revisions will provide:

--leave sharing between husband and wife for the purpose of child care of children under one year of age.

--a broad leave sharing program which will be a modification of an expected law providing a general government leaving sharing program.

--a new terminal leave/home leave program for staff about to retire from extended service overseas. This will be for the primary purpose of allowing staff to prepare for a career after retirement.

CONCLUSION: No current panel action is needed. The changes have either been approved by the Intelligence Committees, are implementation of government wide changes, or are not yet scheduled for implementation.

DETAILS: Chairman Stokes has approved a CIA proposal to enable husband and wife to share leave for child care during the child's first year. Legislation is needed to allow the lower graded person to give leave to the higher graded individual. The HPSCI staff has not yet been apprised of the need for a legislative change.

A second change is the implementation of the one year program allowing leave sharing for catastrophic illness authorized by Congress. CIA is currently implementing this program. Legislation is being considered in both Houses to extend the program. The House bill calls for person to person sharing, while the Senate bill provides for a leave bank approach. CIA favors the Senate version and is making its preference known. If the House version passes, it is presumed that CIA would seek an exception to allow use of a leave bank. No action is planned pending legislative action.

A terminal leave program is being developed patterned after the State program. Staff returning to the States after foreign assignments to retire will be granted three months full time leave for job search purposes. This program will be implemented using the CIA 4b1 authority. No action is planned until at least August. This is a marginal change which we should touch base with the Committees on.

17 May 1988

Position Classification Changes Underway at CIA

Revision of the position classification program to simplify standards and revise procedures for establishment of positions to give managers greater authority.

SUMMARY. There are three main parts to the position classification changes being made at CIA: reduction in the number of individual positions classified; increase in the managers' authority to establish new positions; and revision of the classification standards used for CIA positions.

CONCLUSION. These changes are administrative in nature and according to CIA officials are being implemented in a manner which will not cause a general increase in grades. It is considered to be unnecessary to suspend action on these changes pending completion of the study.

DETAILS. 1. Past CIA practice has been to classify each individual position in the agency. Procedures are being developed to provide that only positions at the full performance journeyman level and above be classified. Positions below the full performance level will not be required to have classified position descriptions. Position descriptions could be developed at the managers discretion to provide career development information.

2. CIA managers currently have limited authority to establish new positions. Establishment of an additional full performance position requires a new position description approved by a classification specialist. Revised procedures are being developed to authorize managers reporting to a DD (or equivalent) to establish additional identical full performance and first level supervisory positions as needed. There will be personnel office post audit of these positions on a random basis to ensure that the incumbents are in fact performing the duties described in the position description.

3. CIA positions are currently classified using OPM factor evaluation standards. CIA is currently revising these standards to more closely tailor them to the work of CIA positions and to reduce the number of factors used from nine to five. These new standards are to be tested on five key occupations in the agency and, if successful, will be extended to all agency positions. One of the criteria for success is that there be no grade impact, up or down, caused by the revised standards. If grade impact is found, the standard will be revised before it is used.

17 May 1988

CIA Plan to Test a Career Development Program
in the Office of Security

Implementation, on a test basis in the Office of Security, a new career development program.

SUMMARY: CIA is currently developing a pilot career development program for four occupations in the Office of Security. If the pilot is successful, the program will be extended to other organizations and occupations.

CONCLUSION: This pilot will not create major changes in the CIA personnel system and there is no need to suspend the prototype pending completion of the study.

DETAILS: Manuals are now being written to provide agency wide direction for a career development program; guidelines for career development in the Office of Security; and promotion criteria for the four occupations to be piloted. After this preliminary work is completed, the program will be piloted in the Office of Security. If successful, the program will be extended to other parts of the agency. An integral part of the program design is to determine if changes are needed in the grade structure of the occupation to establish higher grade non-supervisory technical positions.

17 May 1988

CIA Proposal to Institute a Flexible Benefits Program

SUMMARY: Flexible benefits program. The first step is to allow staff to pay for benefits using pre-tax dollars. The second step is to allow staff to select the specific benefits they need from an available list of options.

CONCLUSION: These changes will result in CIA staff being provided significantly greater benefits and greater total compensation than other federal staff within and outside of the intelligence community. Action should be deferred by CIA until a panel recommendation is reached.

DETAILS: Phase two of the plan would involve selection of benefits from life insurance, health insurance with a number of coverage options, child care and elder care. Fund sources are the current government contribution, cash in of up to 40 hours of annual leave, a salary reduction of up to \$5,000.00, and direct employee payment. Payment would be in pre-tax dollars and would require that CIA withdraw from the government health insurance program.

17 May 1988

Proposed CIA Changes in the Employee Awards Program

Revision of the awards program, primarily administrative in nature to increase the manager's authority in this area.

SUMMARY: CIA is changing approval levels and award budgets.

CONCLUSION: The changes being made are administrative in nature. It is not considered necessary to delay implementation pending completion of this study.

DETAILS: Deputy Directors will be given authority to approve cash performance awards of up to \$5,000.00. The current limit is \$2,000.00. The approval limit for managers reporting to the DDs will remain at \$1,000.00.

Approval of quality step increases is to be delegated to the level of managers reporting to the DD. Currently, DD approval is required. A decision has also been made to limit the number of quality step increases to the same number granted in previous years. Control will be monthly trend reports.

The budget for cash awards will be increased annually from the current .38 percent of payroll to one percent of payroll by 1990.

Procedures have been developed which will enable a manager to write a voucher for meritorious awards in order to provide recognition as soon as possible after the activity for which the award is granted.

17 May 1988

CIA Plan to Institute a Manage to Budget System.

Implementation of a manage to budget program.

CIA plans to test a prototype manage to budget system in October. The managers will be given a payroll budget and authorized to revise their staffing pattern and promote staff within the budget. A computer program is being developed which will enable the manager to determine the impact of staffing changes on the unit budget.

This procedural change is basically administrative in nature and comparable to approaches being tested in other agencies. It is not considered necessary to delay implementation of this change pending the completion of the study.

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